

# FAMILY ASSISTANCE CENTER MESSAGE FORM

check Box  
option

UNIT INFO	EMERGENCY _____	URGENT _____	ROUTINE _____	MILITARY _____
	Time in: <u>Drop Down Box</u>	Date in: <u>Drop Down Box</u>	Time out: <u>Drop Down Box</u>	Date out: <u>Drop Down Box</u>
POC & Phone #: _____ UNIT : _____				

WHO IS TAKING THIS MESSAGE: \_\_\_\_\_ DATE/TIME \_\_\_\_\_

WHO IS CALLING: \_\_\_\_\_

PHONE NUMBER WHERE CALLER CAN BE REACHED: \_\_\_\_\_

MESSAGE TO BE FORWARDED TO:

Name/rank of Service Member: \_\_\_\_\_ SSN: \_\_\_\_\_

Unit of Assignment/Unit Home Location: \_\_\_\_\_

MESSAGE IS ABOUT (INDIVIDUAL'S NAME/EVENT): \_\_\_\_\_

IF THIS IS AN EMERGENCY, WAS IT AN EXPECTED EMERGENCY? \_\_\_\_\_

IS CHAPLAIN ASSISTANCE REQUIRED? \_\_\_\_\_

IF CALLER IS ALONE, IS THERE SOMEONE WE CAN CALL? \_\_\_\_\_

Family/Friend/Minister: (NAME/PHONE #): \_\_\_\_\_

MESSAGE (INCLUDING DETAILS WHEN AND WHERE): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LOG # \_\_\_\_\_ NAME \_\_\_\_\_

**FOLLOW - UP (Include DATE and TIME IN, POC and MESSAGE)**

1. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

**IF RED CROSS VERIFICATION IS REQUIRED:**

RED CROSS POC: \_\_\_\_\_

RED CROSS VERIFICATION RECEIVED (DTG): \_\_\_\_\_

**Information required for RED CROSS Verification: Name of person/Event and Location (SPECIFIC) ie: Hospital, Funeral Home, Prognosis, Diagnosis.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IF AIRLINE TICKETS ARE REQUIRED FROM SATO:**

SOLDIER'S NAME: \_\_\_\_\_

SSN: \_\_\_\_\_

DEPART FROM: \_\_\_\_\_ DESTINATION: \_\_\_\_\_

ONE WAY \_\_\_\_\_ OR ROUND TRIP \_\_\_\_\_

**ALSO NEED A COPY OF THE UNIT ORDERS TO OBTAIN THE STATE AG AND ACCOUNTING CLASSIFICATION**

**REIMBURSEMENT FOR: CHILD CARE COST FOR VOLUNTEERS IN SUPPORT OF  
FAMILY PROGRAMS**

NAME: \_\_\_\_\_ DATE: Drop Down Box

ADDRESS: \_\_\_\_\_

DATE: Drop Down Box FOR: Drop Down Box  
(NUMBER OF CHILDREN)

TIME IN: Drop Down Box AMOUNT PER HOUR: \_\_\_\_\_

TIME OUT: Drop Down Box TOTAL NUMBER OF HOURS: Drop Down Box

TOTAL COST: \_\_\_\_\_

CHILD CARE PROVIDER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

ACTIVITY: \_\_\_\_\_

APPROVED BY: Electronic Signature  
(NAME, TITLE OF APPROVING AUTHORITY)

RECEIVED: \$ \_\_\_\_\_

VOLUNTEER SIGNATURE \_\_\_\_\_

**SOUTH DAKOTA NATIONAL GUARD  
FAMILY PROGRAM BABY-SITTING REGISTER**

Cost per hour per child = \$ \_\_\_\_\_

Child's Name	Time In	Time Out	Total Time	Total Cost
1. _____	Drop down BOX	Drop down BOX	<del>scribbled out</del>	
2. _____				
3. _____				
4. _____				
5. _____				
6. _____				
7. _____				
8. _____				
9. _____				
10. _____				
11. _____				
12. _____				
13. _____				
14. _____				
Total=				

**REIMBURSEMENT FOR: NEWSLETTERS, PRINTING AND MAILING COST FOR  
VOLUNTEERS IN SUPPORT OF FAMILY PROGRAMS**

NAME: \_\_\_\_\_ DATE Drop Down Box

ADDRESS: \_\_\_\_\_

RECEIPTS FOR PRINTING AND MAILING COST MUST BE ATTACHED FOR REIMBURSEMENT  
ALONG WITH A COPY OF YOUR NEWSLETTER.

NUMBER OF PAGES: Drop Down Box

NUMBER OF COPIES MADE: Drop Down Box

COST PER PAGE: \_\_\_\_\_

TOTAL COST OF COPIES MADE: \_\_\_\_\_

NUMBER OF COPIES MAILED OUT: Drop Down Box

COST OF ENVELOPES: \_\_\_\_\_

COST OF PAPER: \_\_\_\_\_

COST OF POSTAGE: \_\_\_\_\_

OTHER EXPENSES: \_\_\_\_\_

TOTAL COST: \_\_\_\_\_

APPROVED BY: [Signature]  
(NAME, TITLE OF APPROVING AUTHORITY)

RECEIVED: \$ \_\_\_\_\_

VOLUNTEER SIGNATURE: \_\_\_\_\_

**REIMBURSEMENT FOR: TRANSPORTATION COST FOR VOLUNTEERS IN SUPPORT  
OF FAMILY PROGRAMS**

NAME: \_\_\_\_\_ DATE: Drop Down Box

ADDRESS: \_\_\_\_\_

RECEIPTS FOR TRANSPORTATION COST: MILEAGE AT CURRENT RATE PER MILE

DATE: Drop Down Box MILEAGE: \_\_\_\_\_ PURPOSE: \_\_\_\_\_

POINT OF DEPARTURE: \_\_\_\_\_

POINT OF ARRIVAL: \_\_\_\_\_

DATE: Drop Down Box MILEAGE: \_\_\_\_\_ PURPOSE: \_\_\_\_\_

POINT OF DEPARTURE: \_\_\_\_\_

POINT OF ARRIVAL: \_\_\_\_\_

DATE: Drop Down Box MILEAGE: \_\_\_\_\_ PURPOSE: \_\_\_\_\_

POINT OF DEPARTURE: \_\_\_\_\_

POINT OF ARRIVAL: \_\_\_\_\_

DATE: Drop Down Box MILEAGE: \_\_\_\_\_ PURPOSE: \_\_\_\_\_

POINT OF DEPARTURE: \_\_\_\_\_

POINT OF ARRIVAL: \_\_\_\_\_

DATE: Drop Down Box MILEAGE: \_\_\_\_\_ PURPOSE: \_\_\_\_\_

POINT OF DEPARTURE: \_\_\_\_\_

POINT OF ARRIVAL: \_\_\_\_\_

TOTAL MILEAGE: \_\_\_\_\_

TOTAL COST: \$ \_\_\_\_\_

APPROVED: [Signature]  
(NAME, TITLE OF APPROVING AUTHORITY)

RECEIVED: \$ \_\_\_\_\_

VOLUNTEER SIGNATURE: \_\_\_\_\_

**REIMBURSEMENT FOR: TELEPHONE COST FOR VOLUNTEERS IN SUPPORT  
FAMILY PROGRAMS**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

COPY OF TELEPHONE BILL MUST BE ATTACHED FOR REIMBURSEMENT

PERSON CALLED: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

SUBJECT: \_\_\_\_\_ DATE: Drop Down Box

PERSON CALLED: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

SUBJECT: \_\_\_\_\_ DATE: Drop Down Box

PERSON CALLED: \_\_\_\_\_ PHONE CALLED: \_\_\_\_\_

SUBJECT: \_\_\_\_\_ DATE: Drop Down Box

PERSON CALLED: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

SUBJECT: \_\_\_\_\_ DATE: Drop Down Box

PERSON CALLED: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

SUBJECT: \_\_\_\_\_ DATE: Drop Down Box

PERSON CALLED: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

SUBJECT: \_\_\_\_\_ DATE: Drop Down Box

PERSON CALLED: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

SUBJECT: \_\_\_\_\_ DATE: Drop Down Box

PERSON CALLED: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

SUBJECT: \_\_\_\_\_ DATE: Drop Down Box

PERSON CALLED: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

SUBJECT: \_\_\_\_\_ DATE: Drop Down Box

APPROVED BY: [Signature]

(NAME, TITLE OF APPROVING AUTHORITY)

RECEIVED: \$ \_\_\_\_\_

VOLUNTEER SIGNATURE \_\_\_\_\_

**REIMBURSEMENT FOR: INCIDENTAL EXPENDITURES FOR VOLUNTEERS**  
**IN SUPPORT OF FAMILY PROGRAMS**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ DATE: Drop Down Box

RECEIPTS MUST BE ATTACHED FOR REIMBURSEMENT

TYPE OF EXPENDITURE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

PURPOSE OF EXPENDITURE: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TOTAL COST: \_\_\_\_\_

APPROVED BY:   
(NAME, TITLE OF APPROVING AUTHORITY)

RECEIVED: \$ \_\_\_\_\_

VOLUNTEER SIGNATURE: \_\_\_\_\_



(Date) Drop Down Box

MEMORANDUM THRU

FOR Office of The Adjutant General, ATTN: SDMPO-FP, 2823 West Main, Rapid  
City, SD 57702-8186

SUBJECT: Request for Wellness Event

1. Type of wellness presentation:
2. Suggested Speaker(s) for presentation, address, and phone number if known:
3. Date/times of presentation: Drop Down Box
4. Location of presentation:
5. Estimated number of spouses, parents, retirees: Drop Down Box  
Estimated number of guard members: 5  
Other: \_\_\_\_\_:

TOTAL NUMBER OF PEOPLE IN ATTENDANCE: \_\_\_\_\_

6. Will this presentation be in conjunction with other family activities?  
YES/NO If yes, explain

check  
Box ☒ YES ☐ NO  
option

7. Name, address, and phone number of requestor:
8. Unit or Family Support Group:
9. Commander Approval (signature block and signature below)  
Electronic Signature

## SERVICE MEMBER FAMILY READINESS INFORMATION

ALL INFORMATION GIVEN ON THIS SHEET IS CONFIDENTIAL AND WILL NOT BE RELEASED TO OTHERS WITHOUT PERMISSION OF THE INDIVIDUALS CONCERNED. PLEASE COMPLETE FORM COMPLETELY IN PENCIL AND PRINT CLEARLY.

Drop Down  
Box Date Prepared  
Drop Down  
Box Date Reviewed

\*DO NOT USE COLLEGE ADDRESS UNLESS IT IS A PERMANENT ADDRESS

### SOLDIER INFORMATION

SOLDIER'S RANK/NAME: \_\_\_\_\_  
(RANK) (LAST NAME, FIRST, MI)

MAILING ADDRESS: \_\_\_\_\_  
(PO BOX OR STREET) (CITY, STATE, ZIP CODE)

MILITARY UNIT: \_\_\_\_\_  
(UNIT DESIGNATION) (CITY, STATE, ZIP CODE)

### SPOUSE / FAMILY MEMBER / FRIEND INFORMATION

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

WHERE CAN THIS PERSON BE REACHED WHILE THE SOLDIER IS AT TRAINING/DEPLOYED?

MAILING ADDRESS: (PO BOX OR STREET) (CITY, STATE, ZIP CODE)

AREA CODE + PHONE NUMBER WHERE THIS PERSON CAN BE REACHED DURING  
TRAINING/DEPLOYMENT.

\_\_\_\_\_  
(HOME)

/

\_\_\_\_\_  
(WORK)

WHAT IS THE BEST TIME OF DAY/EVENING TO CALL THIS PERSON? \_\_\_\_\_

Their Email Address: \_\_\_\_\_

### ALTERNATE INFORMATION (IF ABOVE NAMED INDIVIDUAL CAN'T BE REACHED)

NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

AREA CODE + PHONE NUMBER WHERE THIS PERSON CAN BE REACHED DURING  
TRAINING/DEPLOYMENT.

\_\_\_\_\_  
(HOME)

/

\_\_\_\_\_  
(WORK)

DO YOU HAVE ANY FAMILY MEMBERS ILL, UNDERGOING SURGERY, OR PREGNANT? IF  
SO, PLEASE GIVE NAME AND RELATIONSHIP AND NATURE OF CONDITION. IF PREGNANT  
INCLUDE DUE DATE.

### CHILDREN'S INFORMATION

NAME OF CHILD (REN)

Gender

DATE(S) OF BIRTH / AGES

Drop Down  
Box -

Drop Down Box

Female ~~or male~~  
male

**SOUTH DAKOTA NATIONAL GUARD FAMILY PROGRAM VOLUNTEER TIME/RECORD FORM**

NAME \_\_\_\_\_

UNIT \_\_\_\_\_

Please document your volunteer hours below. Include time spent in volunteer meetings, planning, traveling to and from other units or areas, telephoning, working at home on projects, unit activities at which you work, and anything else that falls under volunteering with the family program.

*Drop Down Box*

<u>DATE</u>	<u>ACTIVITY/EVENT</u>	<u>JOB PERFORMED</u>	<u># OF HRS</u>	<u>MILES LOGGED</u>

*Drop Down Box*

TOTAL HOURS *Drop Down Box*

**SPECIAL POWER OF ATTORNEY OVER DEPENDENTS**  
**TWO MILITARY PARENT FAMILY**

**KNOW ALL PERSONS BY THESE PRESENTS:** that I, \_\_\_\_\_,

SSN \_\_\_\_\_, have made, constituted, and appointed, and by these presents do make, constitute, and appoint my spouse as my primary true and lawful attorney to act as provided below. In the event both I and my spouse are in an official military duty status as defined below, I

make, constitute, and appoint \_\_\_\_\_, whose

present address is \_\_\_\_\_, my true and lawful attorney to act as follows, **GIVING AND GRANTING** unto my said attorney full power to:

1. Have custody, care and control over my child(ren), and to authorize and order all necessary items or services for my child(ren)'s welfare and benefit, to include, but not limited to, schooling, clothing, housing, food, and other necessities of life and to otherwise act as temporary custodian of my child(ren).

2. Authorize any and all medical, dental, and hospital care and treatment, either preventive or corrective, including major surgery, deemed necessary by a duly licensed physician or dentist for the health and well-being of my child(ren), and to execute any consent and release of waiver of liability required by the hospital authorities incident to medical care and treatment for my child(ren), namely:

Name _____	SSN _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**FURTHER**, I do authorize my aforesaid Attorney-in-Fact to sign for me all forms, papers, affidavits, statements of ownership, certificates, and receipts necessary to carry out the aforesaid authorizations and to perform any and all necessary acts in the execution of the aforesaid authorizations with the same validity as I could effect if personally present. Any act or thing lawfully done hereunder by my said attorney shall be binding on myself and my heirs, legal and personal representatives, and assigns.

**PROVIDED**, however, that all business transacted hereunder for me or for my account shall be transacted in my name, and that all endorsements and instruments executed by my said attorney for the purpose of carrying out the foregoing powers shall contain my name, followed by that of my said attorney and the designation "Attorney-in-Fact."

I DECLARE that this Power of Attorney shall only be in effect whenever I am in an official military duty status, including but not limited to State Active Duty, Active Duty under either Title 10 or Title 32, United States Code, Initial Active Duty for Training, Inactive Duty for Training, Annual training, Active Duty for Special Work, Active Duty for Training, Readiness Management Period, and Absent Without Leave if such status results after reporting for duty; and the this Power of Attorney shall be in effect during the period that I travel between my place of duty and my principle residence, allowing for the delivery of my child or children to my Attorney-in-Fact; and that this Power of Attorney shall be in effect during interim non-duty periods where I remain away from my principle residence that may occur between such periods of military duty.

I DECLARE that this Power of Attorney shall continue to be effective should I become disabled, incompetent or incapacitated prior to the below-stated expiration date.

NOTWITHSTANDING my insertion of a specific expiration date herein, if on the above specified expiration date I shall be, or have been, carried in a military status of "missing," "missing in action" or "prisoner of war", then this Power of Attorney shall automatically remain valid and in full effect unit sixty (60) days after I have returned to United State military control following termination of such status.

I FURTHER DECLARE, UNLESS SOONER REVOKED OR TERMINATED by me, this Power of Attorney shall become NULL and VOID from and

after the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
PRINCIPAL

STATE OF SOUTH DAKOTA       )  
                                      )SS.  
COUNTY OF \_\_\_\_\_)

On this the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me,  
\_\_\_\_\_, the undersigned officer, personally appeared  
\_\_\_\_\_, known to me or satisfactorily proven to be the person  
whose name is subscribed to the within instrument and acknowledged that  
the principal executed the same for the purposes therein contained. In  
witness whereof I hereunto set my hand and official seal.

My commission expires: \_\_\_\_\_  
(SEAL)

\_\_\_\_\_  
NOTARY PUBLIC or OFFICER as  
authorized by SDCL § 33-3-28

\_\_\_\_\_  
Title or position

NO SEAL NECESSARY

# CERTIFICATE OF ACCEPTANCE OF RESPONSIBILITY

I, \_\_\_\_\_, was provided an original SDNG Form 600-20 (Special Power of Attorney Over Dependents) naming me as Attorney-in-Fact with full powers regarding the below-listed dependent family members of:

_____	SSN _____
NAME _____	DOB _____
_____	_____
_____	_____
_____	_____
_____	_____

I agree to accept responsibility for these dependent(s). I have received all necessary and essential documents required to provide financial, medical, educational, quarters, and substance support for these dependents.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

PLEASE TYPE OR PRINT:

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

STATE OF SOUTH DAKOTA     )  
                                      ) SS.  
COUNTY OF \_\_\_\_\_)

On this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me,

\_\_\_\_\_, the undersigned officer, personally appeared \_\_\_\_\_, known to me or satisfactorily proven to be the person whose name is subscribed to the within instrument and acknowledged that he executed the name for the purposes therein contained. In witness whereof I hereunto set my hand and official seal.

\_\_\_\_\_  
NOTARY PUBLIC - SOUTH DAKOTA

My commission Expires: \_\_\_\_\_

(SEAL)

REQUEST FOR CERTIFICATION OF HIGH SCHOOL EDUCATION

APPLICANT'S NAME: \_\_\_\_\_

LAST SCHOOL ATTENDED: \_\_\_\_\_

LAST GRADE ATTENDED: \_\_\_\_\_

CURRENT GRADE ATTENDING: \_\_\_\_\_

I authorize the Officials of the above named school to release the necessary information for enlistment into the South Dakota Army National Guard.

\_\_\_\_\_  
APPLICANT'S SIGNATURE/DATE

\*\*\*\*\*

According to the records at \_\_\_\_\_ the above  
NAME OF SCHOOL  
named individual has completed the requirements necessary to be  
considered a graduate of the Drop Down Box Grade.  
INSERT HIGHEST GRADE COMPLETED

If the applicant is currently a student, is he/she:

- a. Expected to graduate from high school? Check Box option  
YES X NO X
- b. Date of expected graduation? Drop Down Box  
DAY MONTH YEAR

If applicant is a high school junior, when will he/she:

- a. Complete their junior year? Drop Down Box  
DAY MONTH YEAR
- b. Start their senior year? Drop Down Box  
DAY MONTH YEAR

If the applicant has terminated his/her enrollment in your school prior to graduation, have they completed the requirements necessary to be considered a graduate of the 9th grade?

Check Box option  
YES: X NO: X NOT APPLICABLE: X

\_\_\_\_\_  
SIGNATURE OF SCHOOL OFFICIAL/DATE

\_\_\_\_\_  
POSITION OF SIGNING SCHOOL OFFICIAL

# MILITARY FUNERAL HONORS DUTY RECORD/ORDER

(32 USC 115)

Name of Participating Soldier: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Grade: \_\_\_\_\_

Unit of Assignment/UIC: \_\_\_\_\_

This soldier is authorized to participate in Military Funeral Honors on the date indicated below. Submit one form for each soldier for each schedule period of duty, but no more than one period per day.

AUTHORIZING OFFICIAL: ~~XXXXXXXXXX~~

Mark the appropriate code below:	
<b>Check Box</b> Duty Status	Pay Status <b>Check Box</b> option
<input checked="" type="checkbox"/> A - Active duty for military funeral	<input checked="" type="checkbox"/> S - Stipend payable
<input checked="" type="checkbox"/> R - Active Guard Reserve	<input checked="" type="checkbox"/> N - No Stipend Due
<input checked="" type="checkbox"/> T - Technician	<input checked="" type="checkbox"/> P - Per Diem & Mileage Authorized
<input checked="" type="checkbox"/> M - M-Day soldier (not AGR, Tech, AT, ADT, ADSW/FTNGDSW)	
<input checked="" type="checkbox"/> O - Other (Civilian Volunteer, ROTC, VSO Member, Retiree, etc.)	

Date of Duty: Drop Down Box Start Time: Drop Down Box End Time: Drop Down Box

AUTHORIZING ACTIVITY (CAC): \_\_\_\_\_

CERTIFYING OFFICIAL (DUTY): \_\_\_\_\_

LOCATION OF DUTY (CITY/STATE): \_\_\_\_\_

Check  
Box  
option

<input checked="" type="checkbox"/> (General Account Code)	21	2065	4FH	18-1039	133G92F0-21T2	S39029	G2X	G39597
<input checked="" type="checkbox"/> (Enlisted AGR Account Code)	21	2060	51A	18-1039	2H611100-21T2	S39029	801	G39697
<input checked="" type="checkbox"/> (Officer AGR Account Code)	21	2060	51A	18-1039	2H511000-21T2	S39029	801	G39697

## CERTIFICATION FOR STIPEND PAYMENT

Use this certification block only when the soldier is due payment of the stipend for Military Funeral Honors

I certify that the individual named performed Military Funeral Honors duty in accordance with published guidance and procedures. I further certify that this individual did not perform this period of duty in a technician status, was not performing active duty under any part of the United States Code (USC) and is due payment of the MFH stipend.

Electronic Signature  
SIGNATURE OF CERTIFYING OFFICIAL

Drop Down Box  
DATE

Order Number: \_\_\_\_\_

(To be completed by MFH Coordinator)



# REQUEST FOR FUNERAL DETAILS

<b>DATE OF REQUEST</b> 23 Mar 2001 Drop Down Box		<b>RECEIVED BY</b>			
<b>NAME OF DECEASED</b>			<b>GRADE</b>	<b>SSN</b>	<b>SERVICE</b>
<b>UNIT OF ASSIGNMENT, ACTIVE DUTY IF KNOWN</b>					<b>DATE OF BIRTH</b> Drop Down Box
<b>MILITARY STATUS:</b> <i>Check Box Option</i>					<b>RELIGION</b>
ACTIVE DUTY <input checked="" type="checkbox"/> RETIRED <input checked="" type="checkbox"/> VETERAN <input type="checkbox"/> NATIONAL GUARD <input checked="" type="checkbox"/> ARNG <input checked="" type="checkbox"/> ANG <input checked="" type="checkbox"/>					
<b>WHO RECEIVES FLAG/NEXT OF KIN?</b>					
<b>NAME</b>		<b>RELATIONSHIP</b>		<b>TELEPHONE</b>	
<b>FUNERAL HOME AND/OR DIRECTOR</b>					
<b>NAME:</b>					
<b>TELEPHONE:</b>					
<b>PLACE OF FUNERAL-LOCATION</b>			<b>PLACE OF BURIAL-LOCATION</b>		
<b>DATE/TIME OF FUNERAL</b> Drop Down Box			<b>DATE/TIME OF BURIAL</b> Drop Down Box		
<i>Check Box one or all option</i> BUGLER <input checked="" type="checkbox"/> CHAPLAIN <input checked="" type="checkbox"/>			<i>Check Box one or all option</i> BUGLER <input checked="" type="checkbox"/> CHAPLAIN <input checked="" type="checkbox"/>		
PRESENTER <input checked="" type="checkbox"/>			PRESENTER <input checked="" type="checkbox"/>		
PALLBEARERS <input checked="" type="checkbox"/> FIRING SQUAD <input checked="" type="checkbox"/>			PALLBEARERS <input checked="" type="checkbox"/> FIRING SQUAD <input checked="" type="checkbox"/>		
<b>NAME OF REQUESTOR/TELEPHONE</b>				<b>REMARKS</b>	
<b>ELGIBILITY CONFIRMED</b>				<i>Check Box option</i> YES <input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/>	
				<i>Check Box Option</i> FULL BODY CASKET <input checked="" type="checkbox"/>	
<b>CREMAINS</b> <input checked="" type="checkbox"/>					
<b>DATE OF DEATH:</b> Drop Down Box			<b>RECEIVED BY:</b>		
<b>PLACE OF DEATH:</b>					
<b>TIME/DATE RECEIVED:</b> Drop Down Box					
<b>CHAPLAIN:</b>					

# MILITARY FUNERAL HONORS DATA COLLECTION

1. Date of request for Funeral Honors: Drop Down Box

UIC of unit providing the honors: \_\_\_\_\_

2. State where funeral takes place: Drop Down Box

3. Place of Interment/Inurnment: Check Box option

- ☒ National Cemetery    ☒ Private Cemetery    ☒ Arlington Cemetery  
☒ State Cemetery    ☒ Base/Post Cemetery    ☒ Other

4. Functions Requested (Check all that apply) Check Box one or all option

- ☒ Flag Folding and/or Presentation    ☒ Chaplain  
☒ Taps    ☒ Fly-over  
☒ Firing Party    ☒ Expanded Honors (Color Guard, drill team, caisson)  
☒ Pall Bearers

5. Requestor's Relationship to Deceased: Check Box Option

- ☒ Family Member  
☒ Friend of Family  
☒ Funeral Director

6. Status of Deceased: Check Box option

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Active                              | <input checked="" type="checkbox"/> Reserve (Active Duty)        |
| <input checked="" type="checkbox"/> Retired from Active Duty            | <input checked="" type="checkbox"/> Reserve (Not on Active Duty) |
| <input checked="" type="checkbox"/> National Guard (Active Duty)        | <input checked="" type="checkbox"/> Reserve (Retired)            |
| <input checked="" type="checkbox"/> National Guard (Not on Active Duty) | <input checked="" type="checkbox"/> Veteran                      |
| <input checked="" type="checkbox"/> National Guard (Retired)            | (Member who served in, but did not retire from the military)     |

7. Rank of Deceased: *check Box option on A1*

- |                                |                                |                                 |
|--------------------------------|--------------------------------|---------------------------------|
| <input type="checkbox"/> E - 1 | <input type="checkbox"/> W - 1 | <input type="checkbox"/> O - 1  |
| <input type="checkbox"/> E - 2 | <input type="checkbox"/> W - 2 | <input type="checkbox"/> O - 2  |
| <input type="checkbox"/> E - 3 | <input type="checkbox"/> W - 3 | <input type="checkbox"/> O - 3  |
| <input type="checkbox"/> E - 4 | <input type="checkbox"/> W - 4 | <input type="checkbox"/> O - 4  |
| <input type="checkbox"/> E - 5 | <input type="checkbox"/> W - 5 | <input type="checkbox"/> O - 5  |
| <input type="checkbox"/> E - 6 |                                | <input type="checkbox"/> O - 6  |
| <input type="checkbox"/> E - 7 |                                | <input type="checkbox"/> O - 7  |
| <input type="checkbox"/> E - 8 |                                | <input type="checkbox"/> O - 8  |
| <input type="checkbox"/> E - 9 |                                | <input type="checkbox"/> O - 9  |
|                                |                                | <input type="checkbox"/> O - 10 |

8. Parent Service/Component of Deceased: *check Box option on A1*

- |                                       |   |
|---------------------------------------|---|
| <input type="checkbox"/> Army         | <input type="checkbox"/> Coast Guard                    |
| <input type="checkbox"/> Navy         | <input type="checkbox"/> Army Air Corps/Army Air Forces |
| <input type="checkbox"/> Air Force    | <input type="checkbox"/> Merchant Marine                |
| <input type="checkbox"/> Marine Corps | <input type="checkbox"/> Other                          |

9. Check functions provided: (Check all that apply) *check Box one or all option*

- |   |  |
|---|--|
| <input type="checkbox"/> Flag Folding and/or Presentation | <input type="checkbox"/> Fly - overs   |
| <input type="checkbox"/> Taps                             | <input type="checkbox"/> Expanded Honors<br>(Color Guard, Drill Team, Caisson) |
| <input type="checkbox"/> Firing Party                     |  |
| <input type="checkbox"/> Pallbearers                      |  |
| <input type="checkbox"/> Chaplain                         |  |

10. If Taps were provided, how? *Check Box option on all*

☐ Military Bugler (AD/Guard/Reserve)

☐ Recording

☐ Civilian/Contract Bugler/ROTC

☐ None provided

☐ VSO Bugler

11. Mode of transport for funeral honor personnel: *Check Box*

☒ POV

☒ GSA

12. Total round trip distance to and from funeral. *Check Box option on All*

☐ 0-49

☐ 50-99

☐ 100-149

☐ 150-199

☐ 200-249

☐ 250-299

☐ 300-399

☐ 400-499

☐ 500+

13. Time for detail to accomplish funeral honors (round to nearest hour). *Drop Down Box*  
(Detail as a unit, NOT sum of all unit member hours)

14. Number of Detail Members from each Service: *Check Boxes option*

\_\_\_\_\_ Army

\_\_\_\_\_ USCG

\_\_\_\_\_ USMC

\_\_\_\_\_ USAF

\_\_\_\_\_ Navy

15. Guard Detail Participation:

# Army National Guard detail members in each status: *Check Boxes on All*

☒ Federal (AGR/ADSW)

☒ Military Tech

☒ State Duty

☒ M-Day

# Air National Guard detail members in each status:

☒ Federal (AGR/ADSW)

☒ Military Tech

☒ State Duty

☒ M-Day

16. # VSO Detail Participation. *Check Boxes option*

\_\_\_\_\_ American Legion

\_\_\_\_\_ VFW

\_\_\_\_\_ Vietnam Vets of America

\_\_\_\_\_ Other (specify)